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19 JUN 1964

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Special Planning Assistant to the  
Deputy Director for Support

SUBJECT : Government Economy

1. This memorandum is for information only.

2. Reference is made to the request from the Special Planning Assistant to the DDS, dated 15 June 1964, for a progress report reflecting economy actions taken during the last quarter of Fiscal Year 1964.

3. Attached, as requested, is the Office of Security report.

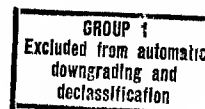


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Howard S. Brown  
Acting Director of Security

Attachment:  
OS Report on Economy Measures

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## OFFICE OF SECURITY ECONOMY MEASURES

FOURTH QUARTER FISCAL YEAR 1964


DOLLAR IDENTIFIABLE SAVINGS1. Reduction of Overtime Guarding Costs

✓ Based on a concerted drive to fill all vacancies in the guard force it has been possible to reduce overtime guarding costs by an estimated \$29,129 from \$61,003 in the third quarter of FY-1964 to an estimated \$31,874 in the fourth quarter of FY-1964.


2. Reduction in TVA

During April 1964 the Office of Security Table of Vehicular Allowances was reduced by three vehicles. Had this action not been taken and had three vehicles been acquired, it would have cost \$4,800 for the procurement of them and approximately \$450 for their maintenance during the last quarter of FY-1964.

3. Reduced Compensation to Confidential Correspondents

ILLEGIB   
Compensation paid to Confidential Correspondents was reduced by an estimated \$40,057 from \$93,358 in the first half of FY-1964 to an estimated \$53,301 in the second half of FY-1964. Approximately one half (\$20,000) of this reduction was realized during the fourth quarter of FY-1964.

4. Reduced Compensation to Contract Stenographers

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Compensation paid to Contract Stenographers was

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GROUP 1 Excluded from automatic downgrading and declassification
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reduced by an estimated \$2,098 from \$19,589 in the first half of FY-1964 to an estimated \$17,491 in the second half of FY-1964. Approximately one half (\$1,000) of this reduction was realized during the fourth quarter of FY-1964.

ACHIEVED OR ANTICIPATED (but not dollar identifiable) SAVINGS

1. Reduction in Processing Time

The average time required by the Office of Security to process applicant-type cases was reduced by 20 days, from 75 days in February 1964 to 55 days in May 1964.

2. New Personal History Statement

A revised Personal History Statement (PHS) has recently been approved. It contains a separate summary section, to be completed by the applicant, which can be separated from the PHS and used to prepare biographic data multilith mats necessary to commence the investigative process. It is anticipated that this new PHS will eliminate the time required by typists to prepare approximately 3,600 mats per year.

3. Additional Resident Agencies

During the reporting period two additional Resident Agencies were established in strategic investigative areas. The new Resident Agencies will further reduce travel and related costs as well as assignments to contract investigators.

4. Interchange of Electronic Equipment

The loan of costly specialized electronic equipment has been obtained from other counterparts in the Intelligence Community and, where possible, the loan of similar types

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of equipment has been made to other interested members. As an example, arrangements were made for the loan of eighteen (18) Wire Analyzers to the U. S. Air Force to assist in the expansion of its audio countermeasures program.

#### 5. Joint Purchases of Countermeasures Kit

A prototype of a portable integrated countermeasures kit developed by this Agency was completed during this reporting period. It is presently being shown to other members of the Intelligence Community and it is anticipated that joint purchases will effect considerable savings in the cost per unit.



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#### 7. Feasibility Studies

Increased emphasis on feasibility studies in the audio countermeasures and technical security fields to develop ideas on techniques and equipment has provided both TSD and DDS&T with valuable guidelines and has precluded large expenditures for items not operationally suitable or practical.

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8. New Packaging Techniques

New packaging techniques for sensitive and expensive electronic equipment have resulted in a reduction in the amount of damage to such equipment while it is enroute to or from overseas.

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